

EFFECTIVE

August 1, 2009

SUBJECT**Processing Changes on Simplified Reporting Cases****Food Assistance Program (FAP)****BAM 200**

Timely action (within 10 days) must be taken on all client-reported changes which result in a FAP increase. However, client-reported changes resulting in a decrease in benefits may or may not be acted upon when received. If not acted upon when received they must be acted on by the next semi-annual contact, redetermination or change(s) which results in a benefit increase, whichever occurs first.

Note: The following **must** be acted on timely whether client reported, discovered through automated system matches etc.

- Client's request for case closure.
- Changes in the Cash grant.
- Changes in RSDI/SSI
- Unemployment compensation benefits and child support when there is an application/redetermination for another program e.g., MSA, CDC, SER etc.

Reason: Policy Simplification, Payment Accuracy

Old Policy: Timely action was required for all changes when received regardless if they resulted in a benefit increase or a benefit decrease.

Manual pages will be updated with the October release.

**MANUAL
MAINTENANCE
INSTRUCTIONS**